The first monthly update from Child Care Stabilization Grant Awardees is due **by 11:59 PM** on **December 7, 2021**.

What information will I need to complete the monthly update?

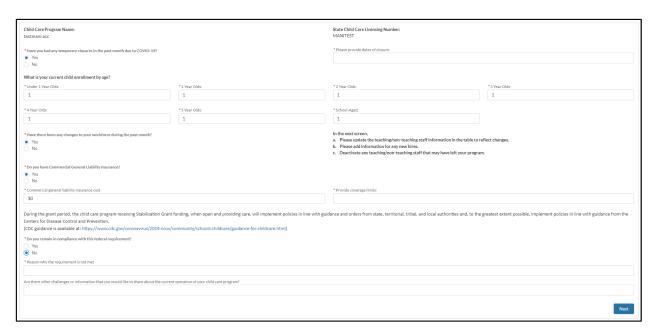This short report will take you only a few minutes. You'll only need:

- Dates and explanation for any temporary closures due to COVID-19.
- Current enrollment by age.
- Detailed information for any new staff members ([Staff and Training Worksheet](#))

How do I complete the December update?

3. Go to the NC Provider Portal at providerportal.nc.gov to login to the American Rescue Plan Stabilization Grants for Child Care Providers Portal with your business **NCID**.
4. On the NC FAST Program Portal Welcome page, click the **Stabilization Grants Login** button under Provider Portal.
5. The COVID-19 Relief Funding Welcome page displays your Facility's name (or a list of facilities linked to your NCID for those with multiple programs.)
6. Click a facility's **Account Name** to display the Account page.
7. Click **Stabilization Grants**. On the Welcome page, you'll see the announcement that the update window is open.

Your Monthly Update window is now **OPEN**.
Last Date to complete is **December 7, 2021 11:59 PM ET**
Please click next to continue

`Next`

8. Click **Next** to go to the Update page.

Child Care Program Name:
testmani acc

State Child Care Licensing Number:
MANITEST

*Have you had any temporary closures in the past month due to COVID-19?
- Yes
- No

*Please provide dates of closure:

What is your current child enrollment by age?

*Under 1 Year Olds:	*1 Year Olds:	*2 Year Olds:	*3 Year Olds:
1	1	1	1

*4 Year Olds:	*5 Year Olds:	*School-Aged:	
1	1	1	

*Have there been any changes to your workforce during the past month?
- Yes
- No

In the next screen,
a. Please update the teaching/non-teaching staff information in the table to reflect changes.
b. Please add information for any new hires.
c. Deactivate any teaching/non-teaching staff that may have left your program.

*Do you have Commercial General Liability Insurance?
- Yes
- No

*Commercial general liability insurance cost
$0

*Provide coverage limits:

During the grant period, the child care program receiving Stabilization Grant funding, when open and providing care, will implement policies in line with guidance and orders from state, territorial, tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention.
[CDC guidance is available at: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html]

*Do you remain in compliance with this federal requirement?
- Yes
- No

*Reason why the requirement is not met

Are there other challenges or information that you would like to share about the current operation of your child care program?

`Next`

Your Child Care Program Name and State Child Care Licensing Number will already be on the update along with Enrollment numbers from your application.

What are the questions on the monthly update?

Have you had any temporary closures in the past month due to COVID-19?
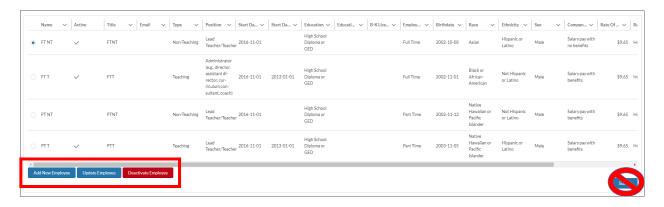If yes, a space will appear for you to add dates and an explanation.

What is your current child enrollment by age?
The answers from your application are automatically loaded in the update. Leave the same or change any of the numbers as needed to reflect the number and ages of the children currently enrolled in your program.

Have there been any changes to your workforce during the past month?
If you've had no changes, answer "No" and go to the next question.

If your staff information has changed or you need to correct what you entered in the application, answer "Yes" and the Program Staff Information page displays.

Do not click "Submit" until you have finished making <u>all</u> staff changes.

Deactivate any employees no longer working at the facility.
Select the radio button next to the name of each person who has left the facility. Then click the **Deactivate Employee** button. Note: Do not click **NEXT** or **Submit** if you need to make more staff changes.

Add New Staff Members
1. Click the **Add New Employee** button to enter program staff members (Administrative, Teaching, and Non-Teaching).

2. The Program Staff Information wizard appears.
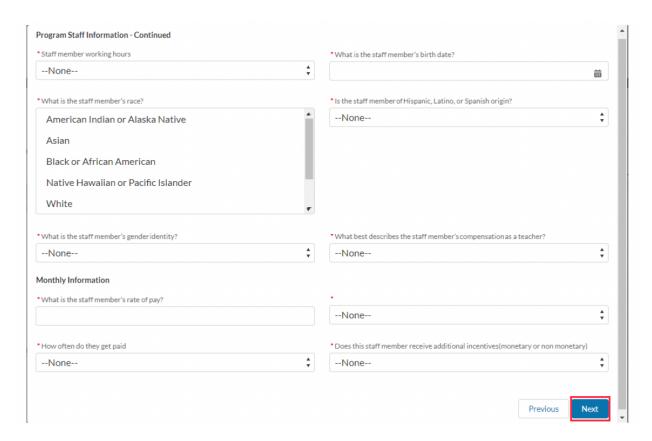
Program Staff Information

* Staff Member's First Name

* Staff Member's Last Name

* Staff Member's Job Title

Staff Member's Email Address

* Type of Staff Member

--None--

* What position does the staff member serve in the program?

--None--

if you hold more than one position, identify the position you are most working

How long has the staff member worked at their current site? Please enter the month and year the staff member began working at your site.

* Month

* Year

*

What is the highest level of education the staff member has completed?

--None--

Next

3. Enter or select applicable information for the staff member then click **Next**.

Notes:
- Based on choices selected, additional information may be required to proceed to the next page.
- When the educational level selected is post-secondary education (i.e., at least a NC Early Childhood Certificate or higher), additional fields will display.

4. The Program Staff Information – Continued page displays. Enter or select applicable information then click **Next**.
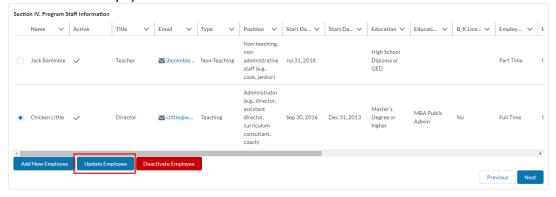
Note: If a personnel staff member has more than one role, select the one that is performed the majority of the time.
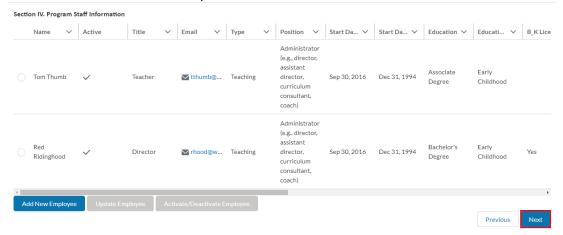
5. The Section IV. Program Staff Information page displays. This page displays the name and information for each program staff member added. Review the information for the program staff member.

a. If the information is correct and there are other program staff members to add, select the **Add New Employee** button. Follow steps 3-4 until all program staff members are entered.

b. If incorrect, select the Employee radio button, then click the Update Employee button and make the necessary updates.

c. When you have made all program staff changes for your program, click **Next** to close this section and continue to the next question.

Do you have Commercial General Liability Insurance? Yes or No.

During the Grant Period, the child care program receiving Stabilization Grant funding, when open and providing care, will implement policies in line with guidance and orders from state and local authorities and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC). **Do you remain in compliance with this federal requirement?**

Are there other challenges or feedback you would like to share about the current operation of your child care program? You can use this space to tell us how the pandemic has affected your business, how the stabilization grant is making a difference for you and/or to provide feedback on the grant process.

If you need assistance, contact the DCDEE Customer Service Unit at 1-800-859-0829 and select Option 3, (919) 814- 6300, select option 3, or DCDEE_support@dhhs.nc.gov.